



Trainee Travel Fund (TTF) – Document Checklist

Documentation Needed:

Curriculum Vitae from Applicant (including publications and prior funding, if available)

Please use the EUROPASS format <https://europa.eu/europass/en>

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), or DOCX file (*.docx).

Copy of Transcript for Current Studies or Most Recently Completed Degree

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), DOCX file (*.docx), JPEG image (*.jpg), PNG image (*.png), or GIF image (*.gif).

Proof of Current Enrollment Letter from academic or training institution (to include expected date of program completion)

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), DOCX file (*.docx), JPEG image (*.jpg), PNG image (*.png), or GIF image (*.gif).

One Reference Letter from Current Mentor

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), DOCX file (*.docx), JPEG image (*.jpg), PNG image (*.png), or GIF image (*.gif).

Additional Reference Letter CANNOT be from proposed hosting mentor

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), DOCX file (*.docx), JPEG image (*.jpg), PNG image (*.png), or GIF image (*.gif).

Support Letter from Proposed Hosting Supervisor (support letter to include a confirmation of applicant acceptance at the hosting institution, a mentorship track record, and a description of the mentorship plan)

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), DOCX file (*.docx), JPEG image (*.jpg), PNG image (*.png), or GIF image (*.gif).

Curriculum Vitae from Proposed Hosting Supervisor (incl. list of publications and funding sources)

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), or DOCX file (*.docx).

Documentation of Active ISRHML Trainee Membership

- The following file types may be uploaded: PDF document (*.pdf), Word document (*.doc), DOCX file (*.docx), JPEG image (*.jpg), PNG image (*.png), or GIF image (*.gif).

Budget (You **MUST** use the Excel template provided)

- The following file types may be uploaded: Excel spreadsheet (*.xls) or XLSX file (*.xlsx).

Type of Training Are you currently enrolled in OR have completed the following training program within the last five years. (You **MUST** use the PDF template provided)

- The following file types may be uploaded: PDF document (*.pdf).